

OTE CATALOG OF COURSES

The OTE Catalog of Courses will be an all inclusive OTE Training Manual to be used by Training Officers, Career Management Officers, and anyone in charge of development of personnel or career tracking.

The following is the outline of contents:

Table of Contents

A. Introduction

General Description of Catalog (OTE Organization)

Description of Programs
Executive Development
Analytical
Operations
Etc.

Categories of Courses

Sequencing of Courses

Administrative Section

Internal Training -- Application -- On-line Form 73
External Training -- Application
Completion of Training

B. Alphabetical Listing of Courses offered by OTE (attached)
Final coordinations will be done with units
All OTE including EDS

C. Component Conducted Training

D. Learning Center

E. External Training
Introduction
Off Campus
Correspondence Training
Language Training
Government Training
Non-Government Training
Training Selection Board

CATALOG (continued)

The Catalog will be printed in P&PD & will be three-hole punched and inserted into a binder.

Total Number of Catalogs requested in a survey conducted this Spring was 715

Agency Training Officers
OTE

Should distribution be wider?

(The On-line AIM Catalog will be available to any employee with access to AIM.) (Not difficult to obtain.)

Paragraphs will not be classified....an overall classification will be assigned.

We need course title abbreviations.

What is your definition of Course?
Workshop?
Seminar?

It will be noted when a course is jointly run with another office.

What reason for using Special Requirement(s) rather than Prerequisite(s)

Need paper on sequencing of courses.

Need overall write ups on Divisions.

Need a section on required courses or proficiency testing before admittance to some courses. (Example: ISTD Courses)